

## School Libraries Who to Call Guide

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|---|---|------------------------------------|--|
| <b>Acquisitions</b> and <b>Cataloging</b> policy and procedural issues                                      | <b>Janet Hofmeister</b>   | <b>279-2346</b>                    | <a href="mailto:jhofme@kckpl.org">jhofme@kckpl.org</a>   |
| <b>ALL</b> Automated <b>Circulation</b> procedural questions and statistics                                 | <b>Mark Ingersoll</b>   | <b>279-2367</b>                    | <a href="mailto:minger@kckpl.org">minger@kckpl.org</a>   |
| Automation Issues, equipment installations, special reports, etc  | <b>Connie Riley</b>   | <b>279-2349</b>                    | <a href="mailto:criley@kckpl.org">criley@kckpl.org</a>   |
| Barcode labels for students and staff; Duplicate student ID problems, or any other problem with student IDs | <b>Connie Riley</b><br><b>Nancy Haag</b>  | <b>279-2349</b><br><b>627-2670</b> | <a href="mailto:criley@kckpl.org">criley@kckpl.org</a><br><a href="mailto:nhaag@kckpl.org">nhaag@kckpl.org</a>   |
| <b>Computer Emergencies</b>   | <b>Rick McGuire</b>   | <b>279-2370</b>                    | <a href="mailto:rimcgui@kckps.org">rimcgui@kckps.org</a>   |
| <b>Computer Emergencies</b>   | <b>Computer Services direct support line</b><br>This phone is answered 7:30a-5:30p<br>Monday - Friday | <b>551-3227</b>                    |  |
| <b>Database access problems</b>   | Follow the <a href="#">Database Troubleshooting Procedures</a> on the KCKPS School Library Web Site   |                                    |  |
| Delinquency and Overdue reports – Staff Web Client  | <b>Connie Riley</b> (primary contact)<br><b>Nancy Haag</b> (secondary contact)                        | <b>279-2349</b><br><b>627-2670</b> | <a href="mailto:criley@kckpl.org">criley@kckpl.org</a><br><a href="mailto:nhaag@kckpl.org">nhaag@kckpl.org</a>   |
| General policy issues, curriculum issues, budget policy and process issues, personnel issues                | <b>Mary Sternshein</b>  | <b>627-2696</b>                    | <a href="mailto:mastern@kckps.org">mastern@kckps.org</a>   |
| School Libraries Home Page and School Library Centers web sites   | <b>Mary Sternshein</b>  | <b>627-2696</b>                    | <a href="mailto:mastern@kckps.org">mastern@kckps.org</a>   |
| <b>MATCATS</b> – put to the attention of: Nichole or Diane when sending items                               | <b>Nichole Walker</b><br><b>Diane Bahr</b>  | <b>627-2417</b><br><b>627-2648</b> | <a href="mailto:nwalker@kckpl.org">nwalker@kckpl.org</a><br><a href="mailto:dbahr@kckpl.org">dbahr@kckpl.org</a> |
| <b>Monthly Reports</b><br>Send through e-mail in a Word document with jpg pictures inserted in the document | <b>Mary Sternshein</b>  | <b>627-2696</b>                    | <a href="mailto:mastern@kckps.org">mastern@kckps.org</a>   |
| <b>GroupWise</b> and other District Computer problems, also phone problems                                  | <b>District TIS Department Computer Group</b>   | <b>627-2330</b>                    |  |
| <b>Interlibrary Loan</b> questions  | <b>Patti Myers</b>  | <b>279-2239</b>                    | <a href="mailto:pmyers@kckpl.org">pmyers@kckpl.org</a>   |
| <b>Ordering books</b> , item barcodes   | <b>Nichole Walker</b>   | <b>627-2417</b>                    | <a href="mailto:nwalker@kckpl.org">nwalker@kckpl.org</a>   |
| <b>Ordering Supplies</b>  | <b>Diane Bahr</b>   | <b>627-2648</b>                    | <a href="mailto:dbahr@kckpl.org">dbahr@kckpl.org</a>   |
| <b>Personnel</b> and scheduling questions   | <b>Tammie Sharp</b>   | <b>279-2256</b>                    | <a href="mailto:tsharp@kckpl.org">tsharp@kckpl.org</a>   |